AgLearn Content Submission Form Frequently Asked Questions

How can I test for SCORM conformance?

If the course was contracted for development by a vendor, have your vendor test it for SCORM conformance and provide you with the logs from the conformance testing. If the course was developed internally, you should plan to test it using available SCORM testing technology before you submit the course to Team AgLearn. An example of this technology is the ADL SCORM Conformance Test Suite Version 1.2.7 (please see the link below). If your content is fully tested and logs have been provided to Team AgLearn at the time the form is submitted, it will lessen the time it takes for Team AgLearn to review and upload your content into AgLearn. The testing link and process are documented below.

Note: If your content fails initial testing with SCORM conformance software, please contact your vendor or internal developer to make the changes, not Team AgLearn. Team AgLearn does not have the resources to troubleshoot and modify content for SCORM conformance.

Testing for SCORM compliance

There are many SCORM conformance testing applications. While Team AgLearn does not specifically endorse the ADL Test Suite, it is used by many federal agencies.

URL: http://www.adlnet.gov/Technologies/scorm/SCORMSDocuments/Previous%20Versions/SCORM%201.2/Conformance%20Test%20Suite%20(SCORM%201.2)/SCORM1_2_TestSuite1_2_7ST.zip

Once you have downloaded the package and installed Test Suite, follow the steps below to test for SCORM conformance:

1. Select **Content Package Conformance Test**
2. Enter the Content Package Name. This can be the same as the Item ID.
3. Click **Continue**
4. Select the **Package (PIF)** option.
5. Click **Continue**
6. Select the **Content Aggregation Package** option
7. Click **Continue**
8. Click **Browse,** then locate and select the .zip file that contains the content you are testing. Click **Open**. You should now see the path to the content files in the Content Package field.
9. Click **Begin Test**

The test could take several minutes to complete. Once complete, you will see the results summary on the right-hand side of your screen. Please save the results by selecting the **Save Log** link. This log should be attached to the ATS ticket you create with your submission form.

Where do I go for more information or help on getting content loaded into AgLearn?

For more information and help with loading content into AgLearn please use the Contact Us page in AgLearn. This is a directory of designated training officers/point of contact for your Agency.

How can I load a Video into AgLearn?

To load a video in AgLearn you must first have the videos loaded onto the Broadcast Group's server. Please contact Mansey Pullen (mansey.pullen@usda.gov). They will provide you with a URL which point to your video. Please make sure to include this URL in the Content Submission form.

Can I load a CD-ROM into AgLearn?

A CD-ROM cannot be loaded into AgLearn. It is the Agency's responsibility to distribute this type of content to the users directly. However, because AgLearn is the system of record for all training done in USDA, an AgLearn administrator should create an associated item for this training in AgLearn so that training completions can be tracked and recorded.

How Do I Get a FTP Client to Submit Content to AgLearn?

Instructions on downloading a client and submitting content can be found in our job aid. Click the link below for access to the job aid.

 How to Upload Content to the FTP Site USDA AgLearn

Are the eHRI codes really necessary? Where can I find them?

Yes! The eHRI codes are an important part of the submission form. This data gets sent to OPM via a monthly feed. Please make sure to fill in these codes. The eHRI codes can be found below. As always, if you have any questions please contact Isabel Morrow at Isabel.morrow@ocio.usda.gov to help you.

		Training Type Sub-Codes
01	=	**Legal** - Education or training in the concepts, principles, theories, or techniques of law.
02	=	**Medical and Health** - Education or training in the concepts, principles, theories, or techniques of medicine.
03	=	**Scientific** - Education or training in the concepts, principles, theories, or techniques of disciplines such as the physical, biological, natural, social sciences; education; economics; mathematics; or statistics.
04	=	**Engineering and Architecture** - Education or training in the concepts, principles, theories, or techniques of disciplines such as architecture and engineering.
05	=	**Human Resources -** Education or training in the concepts, principles, theories of such fields as public administration; personnel; training; equal employment opportunity; human resources policy analysis; succession planning; performance management; classification; and staffing.
06	=	**Budget/Finance -** Business administration Education or training in the concepts, principles, theories of business administration, accounts payable and receivable; auditing and internal control; and cash management.
07	=	**Planning and Analysis -** Education or training in the concepts, principles, theories of systems analysis; policy, program or management analysis; or planning, including strategic planning.
08	=	**Information Technology -** Education and training in the concepts and application of data and the processing thereof; i.e. the automatic acquisition, storage, manipulation (including transformation), management, system analysis, movement, control, display, switching, interchange, transmission or reception of data, computer security and the development and use of the hardware, software, firmware, and procedures associated with this processing. This training type does not include any IT training on agency proprietary system.
09	=	**Project Management -** Education and training in the concepts, principles, theories necessary to develop, modify, or enhance a product, service, or system which is constrained by the relationships among scope, resources, and time.
10	=	**Acquisition** Education - Training in the concepts, principles, theories or techniques related to the 1102 occupation.
11	=	**Logistic Specialty -** Training for professional skills of a specialized nature in the methods and techniques of such fields as supply, procurement, transportation, or air traffic control.
12	=	**Security -** Training of a specialized nature in the methods and techniques of investigation, physical security, personal security, and police science.
13	=	**Clerical -** (Non-supervisory clerical/administrative) Training in skills such as office management, typing, shorthand, computer operating, letter writing, telephone techniques, or word processing.
14	=	**Trade and Craft -** Training in the knowledge, skills, and abilities needed in such fields as electronic equipment installation, maintenance, or repair; tool and die making; welding, and carpentry.
15	=	**Foreign Affairs -** Training for professional skills of a specialized nature in the methods and techniques of such fields as foreign languages, foreign culture, diplomacy, strategic studies.
16	=	**Leadership/Manager/Communications -** Training that address skill areas such as Leadership/Management and Communication (eg. written, oral, and interpersonal) coursework.
20	=	**Pre-supervisory Program -** Development/training program for non-supervisors.

		Training Type Sub-Codes *(continued)*
21	=	**Supervisory Program -** Development/training program which provides education or training in supervisory principles and techniques in such subjects as personnel policies and practices (including equal employment opportunity, merit promotion, and labor relations); human behavior and motivation, communication processes in supervision, work planning, scheduling, and review; and performance evaluation for first-line supervisors.
22	=	**Management Program -** Development/training program which provides mid-management level education or training in the concepts, principles, and theories of such subject matters as public policy formulation and implementation, management principles and practices, quantitative approaches to management, or management planning, organizing, and controlling. (Supervisors of supervisors; GS-14/15 supervisors; GS-14/15 direct reports to Senior Executive Service (SES)
23	=	**Leadership Development Program -** Formal developmental program that provides leadership training and development opportunities.
24	=	**SES Candidate Development -** OPM-approved program to prepare potential SES members.
25	=	**Executive Development -** Continuing development for leaders above the GS-15 level.
26	=	**Mentoring Program -** Formal stand-alone program with established goals, measured outcomes, access open to all who qualify, protégées and mentors paired to facilitate compatibility, training and support provided, company benefits directly.
27	=	**Coaching Program -** Formal stand-alone which provides ongoing partnership with an employee and coach that helps employee produce desired results in professional lives.
30	=	**Employee Orientation -** Training of a general nature to provide an understanding of the organization and missions of the Federal Government, or the employing agency or activity, or a broad overview and understanding of matters of public policy.
31	=	**Adult Basic Education -** Education or training to provide basic competencies In such subjects as remedial reading, grammar, arithmetic, lip reading, or Braille.
32	=	**Mandated Training -** Mandatory training for all employees Government wide. This includes training required by law and/or regulation; such as ethics, information system awareness, safety, or health.
33	=	**Work-life -** Training to promote work life (e.g., health and wellness training, employee retirement/benefits training)
34	=	**Soft Skills -** Training involving development of employees' ability to relate to others (e.g., customer service, effective communication, dealing with difficult people).
35	=	**Agency Specific -** Agency specific required training that is not addressed in Training Program Type 01. This training type includes IT training on agency proprietary system.

		Continued Service Agreement Required Indicator
Y	=	Yes
N	=	No
NA	=	Not Applicable

		Training Accreditation Indicator
Y	=	Yes
N	=	No
NA	=	Not Applicable

		Training Credit Designation Type Code
01	=	Undergraduate Credit
02	=	Graduate Credit
03	=	Continuing Education Unit
04	=	Post Graduate Credit
05	=	NA - Not Applicable

Training Credit Type Code		
01	**=**	Semester Hours
02	**=**	Quarter Hours
03	**=**	Continuing Education Unit
Training Delivery Type Code		
01	**=**	Traditional Classroom
02	**=**	On the Job
03	**=**	Technology Based (CD-ROM, Web-based Training)
04	**=**	Conference/Workshop
05	**=**	Blended
06	**=**	Correspondence

What Should I Know About 508 Compliance?

After Team AgLearn loads your content into the Staging environment, the content will undergo three tests: (1) 508 compliance testing, (2) functionality and usability testing and (3) network resource testing (telecom impact assessment). The resource testing is outsourced to the USDA Network engineering team under OCIO and the 508 compliance testing is outsourced to the Target Center. Functionality and usability testing is done by Team AgLearn. All tests are performed concurrently as workload schedules permit.

There was Section 508 compliance issues found during testing, what are the next steps?

If the Target Center finds 508 compliance issues during testing, Team AgLearn will suspend your ATS ticket while you work with the Target Center directly to resolve these issues. Team AgLearn will not be providing any remediation support for Section 508 issues. Once each issue has been rectified, you will be responsible for reopening and updating the ticket instructing Team AgLearn where the new course files are located so that Team AgLearn can initiate the next round of 508 testing. Once Team AgLearn receives confirmation from the Target Center that all of the issues have been resolved, we can proceed with the course implementation process and move the course to Production.

Where can I go to get more information on how to correct/create Section 508 compliant items?

There are several sites recommended by the Target Center that contain information on how to create Section 508 compliant content which is listed below. Team AgLearn does not endorse using these sites as a substitute for working directly with the Target Center to rectify Section 508 issues.

Keyboard Access: http://www.adobe.com/accessibility/products/flash/keyboarding.html

Keyboard Focus: http://www.webaim.org/techniques/flash/keyboard.php

Text Equivalents/Alternate Text: http://www.adobe.com/accessibility/products/flash/text.html

Accessible PDFs: http://www.adobe.com/accessibility/products/acrobat/training.html